



City of Commerce

P.O. Box 348
110 State Street
Commerce, GA 30529
Phone: (706) 335-3164
Email: bids@commercega.gov

**CITY OF COMMERCE, GEORGIA
REQUEST FOR PROPOSALS
FOR
Janitorial Services for City of Commerce Municipal Buildings**

Introduction

The City of Commerce is seeking proposals from qualified and experienced janitorial service providers to provide cleaning services for multiple City buildings. The goal is to maintain a clean and healthy environment for all staff and visitors.

Attached hereto are the general conditions, technical specifications, and submittal format:

The written requirements contained in this Request for Proposals (RFP) shall not be changed or superseded except by a written addendum from The City of Commerce. Failure to comply with the written requirements for this RFP may result in disqualification of the submittal by The City of Commerce.

Submittals are to be sealed, marked with the vendor's name and address and labeled **“RFP 25-012”** and delivered to:

Due no later than May 30, 2025, by 2:00 p.m. local time prevailing. Any proposals received after this time will not be accepted. The City of Commerce reserves the right to reject any and all submittals, to waive any technicalities or irregularities and to award contracts based on the best interest of the city.

Inquiries regarding this Request for Proposals (RFP) should be made to bids@commercega.gov only.

The City of Commerce does not discriminate on the basis of disability in the admission or access to its programs or activities. Any requests for reasonable accommodations required to fully participate in any open meeting, program or activity should be directed to the Finance Department at bids@commercega.gov.

The written proposal documents supersede any verbal or written prior communications between the parties. All companies submitting a proposal will be notified in writing of the award.

We look forward to your bid and appreciate your interest in the City of Commerce.

City of Commerce

REQUEST FOR PROPOSALS FOR JANITORIAL SERVICES FOR THE CITY OF COMMERCE MUNICIPAL BUILDINGS

SUBMISSIONS ARE DUE AT THE ADDRESS SHOWN BELOW NO LATER THAN

May 30, 2025, by 2:00 p.m. local time prevailing

City of Commerce
P.O. Box 348
110 State Street
Commerce, GA 30529

RFP # 25-012

THE RESPONSIBILITY FOR SUBMITTING A RESPONSE TO THIS RFP ON OR BEFORE
THE STATED DATE AND TIME WILL BE SOLELY AND STRICTLY THE
RESPONSIBILITY OF THE OFFEROR.

SECTION I – REQUEST FOR PROPOSALS OVERVIEW

1.0 PURPOSE

The City of Commerce requires comprehensive janitorial services for six (6) locations:

1. The City of Commerce Administrative Complex
2. The City of Commerce Library
3. The Commerce Recreation Department/Utilities Building
4. The Police Department
5. The CID Building (Police Department adjacent)
6. The Cultural Center

1.1 INFORMATION TO VENDORS:

RFP TIMETABLE

The anticipated schedule for the RFP is as follows:

RFP Available	April 23, 2025
Mandatory Pre-Bid Meeting	May 13, 2025, at 10:00 a.m. Starting location: 110 State Street Commerce, GA 30529 (There will be various locations visited during the Pre-Bid Meeting so please plan accordingly.)
Deadline for questions	May 20, 2025
Submittal Deadline	May 30, 2025, at 2:00 p.m. local time prevailing

1.2 RFP SUBMISSION:

One (1) original, one (1) copy, and one (1) fully executable electronic copy (PDF) of the complete signed submittal must be received by submittal deadline (see 1.1). Proposals must be submitted in a sealed envelope stating on the outside, the vendor's name, address, the RFP Number and title to:

City of Commerce
P.O. Box 348
110 State Street
Commerce, GA 30529
Attention: Debby Peete, Finance Department

Hand delivered copies may be delivered to the above address ONLY between the hours of 8:30 a.m. and 3:30 p.m. ET, Monday through Friday, excluding holidays observed by the City of Commerce.

Vendors are responsible for informing any commercial delivery service, if used, of all delivery requirements and for ensuring that the required address information appears on the outer wrapper or

envelope used by such service. The Submittal must be signed by a company officer who is legally authorized to enter a contractual relationship in the name of the vendor.

1.3 CONTACT PERSON & INQUIRES:

Vendors are encouraged to contact the **Finance Department** at bids@commercega.gov to clarify any part of the RFP requirements. All questions that arise must be submitted prior to the submittal due date (see 1.1) and shall be directed to the contact person in writing via email. Any unauthorized contact shall not be used as a basis for responding to this RFP and may result in the disqualification of the vendor's submittal. Vendors may not contact any elected official or other City of Commerce employee to discuss the proposal process or proposal opportunities. Contact of this nature will result in immediate disqualification of the vendor.

1.4 ADDITIONAL INFORMATION/ADDENDA

The City of Commerce will issue responses to inquiries and any other corrections or amendments it deems necessary in written addenda issued prior to the due date. Vendors should not rely on any representations, statements or explanations other than those made in this RFP or in any addendum to this RFP. Where there appears to be a conflict between the RFP and any addenda issued, the last addendum issued will prevail.

Addenda will be published at www.commercega.gov under the “Business/Vendors & Contractors/Bid Opportunities” tab. Vendors are encouraged to check this site regularly for immediate access to issued addenda. RFP information can also be requested as stated above (1.3).

Vendors must acknowledge any issued addenda by including the Addenda Acknowledgement Form with the submittal. Proposals which fail to acknowledge the vendor’s receipt of any addendum will result in the rejection of the offer if the addendum contains information which substantively changes the Owner’s requirements

1.5 LATE SUBMITTAL, LATE MODIFICATIONS AND LATE WITHDRAWALS

Submittals received after the due date and time will not be considered. Modifications received after the due date will not be considered. The City of Commerce assumes no responsibility for the premature opening of a proposal not properly addressed and identified, and/or delivered to the proper designation.

1.6 REJECTION OF PROPOSALS

The City of Commerce may reject any and/or all submittals and reserves the right to waive any irregularities or informalities in any submittal or in the submittal procedure. ***Submittals received after said time or at any place other than the time and place will not be considered.***

1.7 MINIMUM RFP ACCEPTANCE PERIOD

Valid submittals shall not be withdrawn for a period of 60 days from the date specified for receipt of submittals.

1.8 NON-COLLUSION AFFIDAVIT

By submitting a response to this RFP, the vendor represents and warrants that such proposal is genuine and not a sham or collusive or made in the interest or in behalf of any person not therein named and that the vendor has not directly or indirectly induced or solicited any other vendor to put in a sham proposal, or any other person, firm or corporation to refrain from submitting and that the vendor has not in any manner sought by collusion to secure to that vendor any advantage over any other vendor. By submitting a proposal, the vendor represents and warrants that no official or employee of the City of Commerce has, in any manner, an interest, directly or indirectly in the proposal or in the contract which may be made under it, or in any expected profits to arise there from.

1.9 COST INCURRED BY VENDORS

All expenses involved with the preparation and submission of the RFP to the City of Commerce, or any work performed in connection therewith is the responsibility of the vendor(s).

1.10 RFP OPENING

RFP submittal prices will be opened and reviewed by a selected committee. A list of names of firms responding to the RFP may be obtained from the Finance Department after the RFP due date and time stated herein. There will not be a public opening, and a Tally Sheet will be available on the City's website.

1.11 TAXES

Selected vendor will be provided with The City of Commerce Sales and Use Tax Certificate of Exemption number upon request.

1.12 VENDOR INFORMATION

All submissions shall include a completed vendor master form and current W-9. Vendors whose place of business is other than the State of Georgia may be required to provide the Purchasing Agent with copies of your state's regulations and/or laws concerning the application of certain vendor preference requirements to vendors whose place of business is in the applicable state. Failure to provide this information will result in the disqualification of the vendor from submitting a proposal.

1.13 INSURANCE

Selected vendor will be required to provide proof of liability and workman's compensation insurance before work can begin on this City's project. Workman's Compensation Insurance should be as required by the State of Georgia. General Liability should cover \$1,000,000 per incident. The vendor, if awarded a contract, shall maintain insurance coverage reflecting the minimum amounts and conditions specified by the City. In the event the vendor is a government entity or a self-insured organization, different insurance requirements may apply.

The vendor shall procure and maintain for the life of the Contract/Agreement Worker's Compensation Insurance covering all employees with limits meeting all applicable state and federal laws. This coverage shall include Employer's Liability with limits meeting all applicable state and federal laws. This coverage shall extend to any subcontractor that does not have their own Worker's Compensation and Employer's Liability Insurance. A thirty (30) day notice of cancellation is required and must be provided to the City of Commerce via Certified Mail.

1.14 TERMINATION

The City may terminate this agreement in the event funds are not appropriated for it in future periods; provided, however, that funds are also not appropriated for equipment or services that replace those contracted for under this agreement. The City shall be obligated for any future annual period if Contractor is not notified in writing at least thirty (30) days prior to the beginning for the annual period for which non-appropriation is being claimed.

1.15 ANTI-DISCRIMINATION

By submitting a response to this RFP, all perspective contractors certify to The City of Commerce they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, in every contract of over \$10,000 the provisions in 1.15.1 and 1.15.2 below apply:

1.15.1 During the performance of this contract, the contractor agrees as follows:

1.15.1.1 The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex or national origin, except where religion, sex or national origin is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.

1.15.1.2. The contractor, in all solicitations or advertisements for employees placed by or on behalf of the contractor, will state that such contractor is an equal opportunity employer.

1.15.1.3. Notices, advertisements and solicitations placed in accordance with federal law, rules or regulations shall be deemed sufficient for the purpose of meeting the requirements of this section.

1.15.1.2 The contractor will include the provisions of 1.15.1 above in every subcontract or purchase order of over \$10,000 so that the provisions will be binding upon each subcontractor or vendor.

1.16 ILLEGAL IMMIGRATION REFORM AND ENFORCEMENT ACT OF 2011

Vendors submitting a response to this RFP must complete the Contractor Affidavit under O.C.G.A. §13-10-91(b)(1) which is provided with the RFP package to verify compliance with the Illegal Immigration Reform and Enforcement Act of 2011.

1.16.1 The form must be signed by an authorized officer of the contractor or their authorized agent.

1.16.2 The form must be notarized.

1.16.3 The contractor will be required to have all subcontractors and sub-subcontractors who are engaged to complete physical performance of services under the final contract executed between the City of Commerce and the contractor complete the appropriate subcontractor and sub-subcontractor affidavits and return them to the

City of Commerce a minimum of five (5) days prior to any work being accomplished by said subcontractor or sub-subcontractor. Format for this affidavit can be provided to the contractor if necessary.

1.17 SUBMISSION REQUIREMENTS

To facilitate evaluation of Proposals please submit the following:

- 1.17.1 One (1) fully executable electronic copy of the response (in Word or .pdf format) and any Technical Requirements (in Excel format).
- 1.17.2 Two (2) paper versions of the bid. The original shall be clearly marked “original”.
- 1.17.3 The proposals shall be prepared with a straightforward, concise delineation of the vendor’s capabilities to satisfy the requirements of this RFP.

1.18 ACCEPTANCE

Submission of any proposal indicates acceptance of the conditions contained in the RFP unless clearly and specifically noted otherwise in the Bid.

1.19 CITY GOVERNMENT

It is anticipated that the vendor may be required to make one or more appearances at the City of Commerce Council meetings to answer questions and present results. The documentation provided in this Request for Proposals is intended to provide a common methodology of development and basic technical skills for proposal purposes.

SECTION II – GENERAL CONDITIONS

2.0 PURPOSE

The City of Commerce is issuing this Request for Proposals (RFP) seeking bids from a qualified Contractor to provide janitorial services for six (6) buildings in the City of Commerce. Any interested Contractor can review the various sites at the Mandatory Pre-Bid meeting to assist with bid.

2.1 GENERAL WORK SCOPE

- 2.1.1 Provide cleaning services to six (6) municipal buildings on a bi-weekly basis (twice per week).
- 2.1.2 Discard any and all refuse from each location at an appropriate site designated by the City. Breakdown and dispose of any recyclable material as necessary at site designated by the City.
- 2.1.3 Clean all restrooms located at each building to include toilets, sinks, mirrors and sweep/mop floors. Restock all paper products located in each restroom as necessary.
- 2.1.4 Clean all staff breakrooms to include wiping down counters, tables and sweep/mop floors. Restock all paper products located in each breakroom as necessary.
- 2.1.5 Clean, sweep and vacuum all common areas (including stairs). Spot clean windows and elevator (Admin Complex only) as necessary.
- 2.1.6 Clean and sweep/vacuum any conference rooms at various locations.

- 2.1.7 Maintain communication with Finance Department to ensure supplies are continuously stocked.
- 2.1.8 Janitorial staff must maintain a professional attitude while working at City of Commerce sites. No persons other than Contractor's staff will be allowed to accompany the janitorial staff at any time.

SECTION III – BID FORMAT

3.0 PROPOSAL FORMAT

In order to facilitate the analysis of responses to this RFP, vendors are required to prepare their proposals in accordance with the instructions outlined in this section. Each vendor is required to submit the proposal in a sealed package. Vendors whose proposals deviate from these instructions may be considered non-responsive and may be disqualified at the discretion of the City of Commerce. Vendors should be sure they have included an electronic copy of the response as part of their proposal.

Instructions relative to each part of the response to this RFP are defined in the remainder of this section.

3.1 EXECUTIVE SUMMARY AND MANDATORY SUBMITTALS

The Executive Summary portion of the response to the RFP should be limited to a brief narrative highlighting the vendor's proposal. The summary should contain as little technical jargon as possible and should be oriented toward non-technical personnel.

3.2 COMPANY BACKGROUND

Vendors must provide the following information about their company so that the City can evaluate the vendor's stability and ability to support the commitments set forth in response to the RFP. The City, at its option, may require a vendor to provide additional support and/or clarify requested information. The vendor should outline the company's background, including:

- 3.2.1 The length of time the company has been in business.
- 3.2.2 A brief description of the company size and organization.
- 3.2.3 The number of public sector projects.

3.3 CLIENT REFERENCES

Vendors should strive to provide at least five (5) client references that are similar in size or complexity to the City of Commerce, located in the state of Georgia. Information should include at the minimum: name of client reference, name of agency, address, telephone, and e-mail.

3.4 BID SHEET

An itemized breakdown of costs should be detailed in a format similarly to the following table. This format is a minimum requirement; vendors should add additional information to give a full

picture of itemized service expenses. The itemization activity should reflect the tasks listed in section two (2) of this document.

Quantity	Unit	Activity	Extended Cost
Total Cost/Expense			\$

3.5 ADDENDA

If revisions become necessary, the City will provide written addenda to all vendors who have received the RFP by email, facsimile or mail. **All addenda issued by the City must be so noted on any bids that are submitted to the City.** Vendors shall contact the City to ascertain whether any addenda have been issued. Failure to do so could result in an unresponsive bid.

SECTION IV - SELECTION

4.0 FINAL SELECTION

Following review of all qualified proposals, selection of a suitable vendor, and preliminary contract negotiations, the election committee will make a recommendation to the City Council of Commerce. Following approval, the City will complete contract negotiations. The City of Commerce reserves the right to accept the response that is determined to be in the best interest of the City. The City reserves the right to reject any and or all proposals. Every vendor submitting a proposal must complete the form showing compliance with the **Illegal Immigration Reform and Enforcement Act of 2011, OCGA §13-10-90(b)(1)**. The form is provided with this RFP package.

4.1 Evaluation Method

The City will evaluate all proposals deemed responsive to this request by a committee selected by the City of Commerce. The initial evaluation will consider only the qualifications and demonstrated experience of each respondent. Discussions and negotiations may take place with the short-list vendors to ensure clarification and to obtain a best and final offer. The award will be based upon the proposal that is determined to be the most advantageous to the City.

4.2 Selection Criteria

Responses to this RFP will be scored according to the following criteria:

- 4.2.1 References - 10 points
- 4.2.2 Overall Cost & Pricing - 50 Points
- 4.2.3 Approach to project – 20 Point
- 4.2.4 Company Background – 20 Points

Required Forms for Submission



EXECUTION OF PROPOSAL

DATE: _____

The potential vendor certifies the following by placing an "X" in all blank spaces:

- ___ That this proposal was signed by an authorized representative of the firm.

- ___ That the potential Contractor has determined the cost and availability of all materials and supplies associated with performing the services outlined herein.

- ___ That all labor costs associated with this project have been determined, including all direct and indirect costs.

- ___ That the potential Contractor agrees to the conditions as set forth in this Request for Quotes with no exceptions.

Therefore, in compliance with the foregoing **Request for Quotes**, and subject to all terms and conditions thereof, the undersigned offers and agrees, if this proposal is accepted within sixty (60) days from the date of the opening, to furnish the services/products for the prices quoted within the time frame required. The undersigned offers and agrees to furnish any or all of the items upon which prices are quoted at the price set opposite each item, in the quantities described, delivered to the point(s) specified, in accordance with the terms and conditions set forth herein. The laws of the State of Georgia shall prevail concerning all purchases and services under this contract.

I certify that I have read and understand the terms and conditions herein except as stated below. I further state that I am and/or my company is capable, able to, and will provide the requested products and/or service described herein. I am the owner or agent of the company stated below and am authorized and empowered to contract. By my signature on this RFQ, I/we guarantee and certify that all items included in my bid meet or exceed specifications.

I certify that this quotation is made without prior understanding, agreement, or connection with any corporation, firm or person submitting a quotation for the same materials, supplies, equipment, or services and is in all respects fair and without collusion or fraud. I understand collusive bidding is a violation of State and Federal Law and can result in fines, prison sentences, and civil damage awards. I agree to abide by all conditions of the quotation and certify that I am authorized to sign this quotation for the Contractor.

Business Contact Representative

Operational Contact Representative

Vendor's Name Federal ID #

Address

Phone Fax

Email

Authorized Signature Date

Typed Name & Title

Subscribed and sworn to before me this _____ day of _____, 20____.

Notary Public



ADDENDA ACKNOWLEDGEMENT

The vendor has examined and carefully studied the Request for Proposals and the following Addenda, receipt of all of which is hereby acknowledged:

Addendum No. _____

Addendum No. _____

Addendum No. _____

Addendum No. _____

Authorized Representative/Title (Print or Type) Authorized Representative (Signature) (Date)

Vendors must acknowledge any issued addenda. Proposals which fail to acknowledge the vendor's receipt of any addendum will result in the rejection of the offer if the addendum contained information which substantively changes the Owner's requirements.

City of Commerce

PO Box 348
 Commerce, Georgia 30529
 www.commercega.gov



VENDOR REGISTRATION FORM

COMPANY CONTACT

COMPANY NAME		MAILING ADDRESS	
TELEPHONE			
FAX			
EMAIL		WEBSITE	
POINT OF CONTACT NAME&TITLE		CONTACT EMAIL	
CONTACT PHONE 1		CONTACT PHONE 2	

COMPANY OVERVIEW

GENERAL DETAILS OF SERVICES / GOODS			
DATE COMPANY ESTABLISHED		GROSS ANNUAL SALES	
GEOGRAPHIC SERVICE AREA		LEGAL STRUCTURE	
BUSINESS TYPE		YEARS PREVIOUSLY REGISTERED	
INSURED?		BONDED?	
LICENSED?		LICENSE NUMBER	
ADDITIONAL INFO			

BANKING INFORMATION

BANK NAME		BANK ADDRESS	
BENEFICIARY NAME			
ACCOUNT NUMBER			

CERTIFICATION

I hereby affirm that all information supplied is true and accurate to the best of my knowledge and belief, and I understand that this information will be considered material in the evaluation of quotations, bids, and proposals. Notice must be given of any change in status impacting the information provided within ten (10) days of said change.

PRINTED / TYPED NAME		TITLE	
SIGNATURE		DATE	